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Assistant Director, Collection & Dissemination

27 January 1947

Advisor for Management, ICAPS

Tentative T/O and Personnel Ceilings (OCD)

1. Attached are approved tentative Tables of Organization for:

Office of Collection and Dissemination (less Security Branch)  
Security Branch, Office of Collection and Dissemination

2. The grades and positions are tentative only. Pending final approval of the Civil Service Commission, the Table may be used, subject to personnel ceilings, as a basis for personnel procurement. Every effort should be made to hire individuals in grades lower than those shown in the Table to avoid possible later downgrading resulting from Civil Service Commission action.

3. Individuals on detail from State, War and Navy Departments are included in personnel authorized by the Table. Procurement to fill positions occupied by such individuals is prohibited.

4. Final Tables with approved grades and positions will be published when final Civil Service Commission approval has been obtained.

5. a. Personnel buildup through Fiscal Year 1948 is restricted to total ceilings shown below:

	Less Security Branch	Security Branch
(1) 31 March 1947		
(2) 30 June 1947	25X9A2	
(3) 30 Sept. 1947		25X9A2
(4) 31 Dec. 1947		
(5) 31 Mar. 1948		
(6) 30 June 1948		

- b. Procurement will be so governed that total number of individuals on duty on the dates indicated will not exceed the figure shown for each period.

- c. Requests for changes in ceiling authorizations will be submitted to the Advisor for Management, ICAPS, with full justification in each case. As changes can be made only at the expense of another CIG activity, approval will be given only under very exceptional circumstances.

Colonel, AGD

25X1A9a

1 Incl. Tentative T/O

cc: Chief, Pers Div, P&A Branch  
cc: Chief, Finance Div, P&A Branch  
cc: ICAPS (Advisor for Management)

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